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|----------------------------|---------------------|
| Application # _____ | Fees Paid _____ |
| Date Received: _____ | Accepted by _____ |
| Date deemed complete _____ | App Deny Conditions |



APPLICATION FOR SPECIAL EXCEPTION CITY OF GREENVILLE, SOUTH CAROLINA

APPLICANT/OWNER INFORMATION

APPLICANT

OWNER

| | | |
|----------|-------|-------|
| NAME: | _____ | _____ |
| ADDRESS: | _____ | _____ |
| | _____ | _____ |
| PHONE: | _____ | _____ |
| FAX: | _____ | _____ |
| EMAIL: | _____ | _____ |
| SIGNED: | _____ | _____ |
| DATE: | _____ | _____ |

PROPERTY INFORMATION

STREET ADDRESS: _____

DEED BOOK/PAGE _____ TAX PARCEL #: _____

ZONING DESIGNATION: _____ ACREAGE _____

REQUEST

CODE SECTION AUTHORIZING SPECIAL EXCEPTION: _____

DESCRIPTION OF REQUEST: _____

INSTRUCTIONS

1. THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE RECEIVED BY THE PLANNING AND DEVELOPMENT OFFICE NO LATER THAN 5:00 PM OF THE DATE REFLECTED ON THE ATTACHED SCHEDULE.
2. THE APPLICANT/OWNER MUST RESPOND TO THE "STANDARDS" QUESTIONS ON PAGE 2 OF THIS APPLICATION (YOU MUST ANSWER "WHY" YOU BELIEVE THE APPLICATION MEETS THE TESTS FOR THE GRANTING OF A SPECIAL EXCEPTION). SEE ALSO **SECTION 19-2.3.5, SPECIAL EXCEPTION PERMIT**, FOR ADDITIONAL INFORMATION. YOU MAY ATTACH A SEPARATE SHEET ADDRESSING THESE QUESTIONS.
3. YOU MUST ATTACH A SCALED DRAWING OF THE PROPERTY THAT REFLECTS, AT A MINIMUM, THE FOLLOWING: (a) PROPERTY LINES, EXISTING BUILDINGS, AND OTHER RELEVANT SITE IMPROVEMENTS; (b) THE NATURE (AND DIMENSIONS) OF THE PROPOSED DEVELOPMENT (ACTIVITY); (c) EXISTING BUILDINGS AND OTHER RELEVANT SITE IMPROVEMENTS ON ADJACENT PROPERTIES; AND, (d) TOPOGRAPHIC, NATURAL FEATURES, ETC. RELEVANT TO THE REQUESTED SPECIAL EXCEPTION.
4. YOU MUST ATTACH THE REQUIRED APPLICATION FEE: \$250.00
5. THE ADMINISTRATOR WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO **SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY**, PRIOR TO PLACING THE APPLICATION ON THE BZA AGENDA. IF THE APPLICATION IS DETERMINED TO BE "INSUFFICIENT", THE ADMINISTRATOR WILL CONTACT THE APPLICANT TO REQUEST THAT THE APPLICANT RESOLVE THE DEFICIENCIES. ***YOU ARE ENCOURAGED TO SCHEDULE AN APPLICATION CONFERENCE WITH A PLANNER, WHO WILL REVIEW YOUR APPLICATION FOR "SUFFICIENCY" AT THE TIME IT IS SUBMITTED. CALL (864) 467-4476 TO SCHEDULE AN APPOINTMENT.***
6. YOU MUST POST THE SUBJECT PROPERTY AT LEAST 15 DAYS (BUT NOT MORE THAN 18 DAYS) PRIOR TO THE SCHEDULED HEARING DATE.

_____ SIGNS ARE ACKNOWLEDGED AS RECEIVED BY THE APPLICANT

APPLICANT RESPONSE TO SECTION 19-2.3.5(D)(1), STANDARDS – SPECIAL EXCEPTION

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED SPECIAL EXCEPTION IS CONSISTENT WITH THE COMPREHENSIVE PLAN.

2. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL COMPLY WITH THE STANDARDS IN **SECTION 19-4.3, USE SPECIFIC STANDARDS.**

3. DESCRIBE THE WAYS IN WHICH THE REQUEST IS APPROPRIATE FOR ITS LOCATION AND IS COMPATIBLE WITH THE CHARACTER OF EXISTING AND PERMITTED USES OF SURROUNDING LANDS AND WILL NOT REDUCE THE PROPERTY VALUES THEREOF.

4. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL MINIMIZE ADVERSE EFFECTS ON ADJACENT LANDS INCLUDING: VISUAL IMPACTS; SERVICE DELIVERY; PARKING AND LOADING; ODORS; NOISE; GLARE; AND, VIBRATION. DESCRIBE THE WAYS IN WHICH THE REQUEST WILL NOT CREATE A NUISANCE.

APPLICANT RESPONSE TO
SECTION 19-2.3.5(D)(2), STANDARDS – CHANGE IN NONCONFORMING USE

(YOU MAY ATTACH A SEPARATE SHEET)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE IS MORE IN CHARACTER WITH, OR EQUAL TO, THE USES OTHERWISE PERMITTED IN THE ZONING DISTRICT THAN THE EXISTING OR PRIOR NONCONFORMING USES.

2. DESCRIBE THE WAYS IN WHICH THE PROPOSED NONCONFORMING USE WILL NOT SUBSTANTIALLY AND PERMANENTLY INJURE THE USE OF NEIGHBORING PROPERTY FOR THOSE USES PERMITTED WITHIN THE RELEVANT ZONING DISTRICT(S).

3. IS ADEQUATE INFRASTRUCTURE CAPACITY AVAILABLE TO SERVE THE PROPOSED NONCONFORMING USE?

4. IS THE PROPOSED USE ONE THAT IS OTHERWISE PERMISSIBLE IN ANOTHER ZONING DISTRICT WITHIN THE CITY?
